

**Office of Planning, Washington, DC
2010 Summer Internship Work Plan**

Area of Specialization:	Education, Public Policy, Human Resources, Community Participation, Youth Development
Work Topic:	OP “Youth Planning Corps” Summer Program Coordination
Deliverables:	Youth Planning Corps Curriculum, Summer Youth Program Workplans, Program Evaluation
Applications Submission Deadline:	Friday, April 2, 2010
Dates of Internship:	May – August, 2010
Minimum Hours/Week:	40 hours/week
Compensation:	This is an unpaid internship. OP is willing to host students enrolled in a class for academic credit. Please provide required documents for program

Work Description:

The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation and revitalization of our distinctive neighborhoods, by informing decisions, advancing strategic goals, encouraging the highest quality outcomes, and engaging all communities. OP is working to ensure that community engagement also includes the city’s youth population. As the demographics of our city change, it becomes even more important that we recruit new leaders in the Education, Public Policy, Human Resources, Management fields that represent the diversity of our residents.

The Mayor’s 2010 Summer Youth Employment Program (SYEP) provides an opportunity for OP to introduce DC youth to careers in urban planning and design and equipping them with skills they can use to become leaders in shaping their communities. OP has several goals for our agency’s participation in the 2010 SYEP:

- Provide District youth with real-world career exposure to the urban planning, design, demography, geography, archaeology and public administration professions, including involvement in current community revitalization initiatives and projects.
- Bring District youth into the green collar workforce pipeline.

The workplan for the OP “Youth Planning Corps” Summer Program Coordination intern will include preparation for and management of approximately 11 high-school-aged youth enrolled in the 2010 SYEP, that are specifically assigned to OP. Furthermore, the intern will be responsible for the following:

- Serve as OP’s point of contact for the Summer Youth Employment Program
- Work with designated OP staff to finalize youth workplans for the summer program.
- Monitor the students’ activities on a daily basis during the summer program, ensuring that they are performing duties as assigned.
- Coordinate youth engagement training for OP staff, as appropriate.
- Handle submissions to student payroll system.

- Plan and execute, in cooperation with OP staff, projects/special events intended to expose youth to careers in planning, design, historic preservation, geography, demography and public administration.
- Create and execute an internal program evaluation for student and supervisor at the completion of the summer program.

More information about the Mayor's 2010 Summer Youth Employment Program can be found at:

<http://www.does.dc.gov/does/cwp/view,a,1232,q,537757.asp>

If you are interested in this internship experience, you must complete and submit an internship application no later than Friday, April 2, 2010. Resumes will not be accepted without a completed application.

Applications will not be accepted after Friday, April 2, 2010.

Application can be found at:

<http://planning.dc.gov/planning/frames.asp?doc=/planning/lib/planning/internship/blankopinternapplicati on.pdf>

Be sure to note on your application that you are interested in the: "OP Youth Planning Corps Summer Program Coordination" Internship.